

JOB SUMMARY, QUALIFICATIONS, AND SALARY

■OFFICE SPECIALIST

\$14.26-\$17.33 hourly; \$2,471.92-\$3,004.62 monthly

Performs entry-level general clerical duties related to the function and department assigned.

Experience: One (1) year of responsible clerical experience.

Typing Speed Required: 45 net words per minute.

■SENIOR OFFICE SPECIALIST

\$15.68-\$19.06 hourly; \$2,719.12-\$3,305.09 monthly

Performs advance journey-level assignments with a wide variety of complex, specialized, and responsible clerical duties. **Experience:** Three (3) years of increasingly responsible clerical experience.

Typing Speed Required: 50 net words per minute.

■FISCAL OFFICE SPECIALIST

\$14.97-\$18.20 hourly; \$2,595.51-\$3,154.86 monthly

Performs a variety of fiscal and general clerical duties specific to accounting records related to accounts payable, accounts receivable, and payroll. **Experience:** One (1) year of responsible clerical, accounting clerical, or administrative and/or business experience.

Typing Speed Required: 35 net words per minute.

■SENIOR FISCAL OFFICE SPECIALIST

\$16.47-\$20.02 hourly; \$2,855.06-\$3,470.35 monthly

Performs highly responsible fiscal and general clerical duties in preparation, maintenance, and processing of department specific accounting records and financial transactions.

Experience: Three (3) years of responsible and specialized accounting clerical experience.

Typing Speed Required: 35 net words per minute.

■SECRETARY

\$15.68-\$19.06 hourly; \$2,719.12-\$3,305.09 monthly

Performs a wide variety of responsible clerical and secretarial duties. May exercise technical and functional supervision over clerical personnel assigned. **Experience:** One (1) year of increasingly responsible secretarial and clerical experience involving frequent public contact.

Typing Speed Required: 50 net words per minute.

JOB SUMMARY, QUALIFICATIONS, AND SALARY

■SENIOR SECRETARY

\$17.25-\$20.97 hourly; \$2,991.01-\$3,635.60 monthly

Performs highly responsible secretarial duties in support of a large division. May exercise technical and functional supervision over clerical personnel assigned.

Experience: Three (3) years of increasingly responsible secretarial experience involving frequent public contact.

Typing Speed Required: 50 net words per minute.

■ADMINISTRATIVE SECRETARY

\$20.03-\$24.34 hourly; \$3,471.95-\$4,220.16 monthly

Provides highly responsible secretarial support to an executive or department head; performs highly responsible and complex administrative duties for a department. May supervise clerical staff. **Experience:** Four (4) years of increasingly responsible secretarial experience including one (1) year of office management.

Typing Speed Required: 55 net words per minute.

APPLICATION PROCESS

- 1 **Complete the City Employment Application and Supplemental Questionnaire.** Applications may be downloaded from our website www.chulavista.ca.gov.



The application and supplemental questionnaire is a "self-report" of background and experience that you complete and submit to the Human Resources Department. The questions are based on significant aspects of the job and will be used to match your qualifications to the requirements of our various clerical positions.

- 2 **Attach ORIGINAL, unaltered typing certificate to your application.**

All positions require a typing certificate. Applications received without an **ORIGINAL** typing certificate will automatically be disqualified.



- 3 **Mail or deliver in person all application materials to:**



City Of Chula Vista
Human Resources Department
276 Fourth Avenue
Chula Vista CA 91910

Based on the information presented on the application materials, **candidates who meet the minimum qualifications will be invited to participate in a clerical test.** Candidates will be notified via standard US mail of the position(s) for which they are eligible to compete.

- 4 **Once the "invitation to test" is received, contact the Human Resources Department at (619) 691-5096 to schedule your appointment to take the test.**



TYPING REQUIREMENT

Typing certificates must have been issued within the past two years and have the following information: your name; date the typing skills test was administered; the duration of typing test (5 minutes minimum); gross words per minute; number of errors; and net words per minute. Certificates must specify no more than five errors.

If you **mail** your application and original typing certificate, the typing speed data will be recorded on your application and the certificate will be mailed back to you.

Typing certificate must have been obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification in their normal course of business. **A typing certificate obtained from the internet is NOT acceptable.**

■ THE EXAMINATION

Depending on your qualifications, your name may be placed on the eligibility lists for all seven (7) classifications. In order for your name to be placed on the eligibility list(s), you must pass the examination.

Passing test scores may vary depending on the position.



The exam is administered on a computer. Tests are administered by appointment only.

The exam covers the following areas: alphabetical filing; proofreading; spelling; basic math; bank reconciliation; bank deposit; petty cash; editing/formatting from a rough draft; and spreadsheet.

Only those candidates who provide acceptable picture identification will be allowed to test.

■ HOW TO APPLY

Applicants must submit an official City application and supplemental questionnaire (click [here](#) to download) to:

**City Of Chula Vista
Human Resources Department
276 Fourth Avenue
Chula Vista CA 91910**

Filing Deadline: Monday, July 25, 2005, 5 pm

Applicants seeking additional information regarding these positions should contact the Human Resources Department at (619) 691-5096.

Applications may be downloaded from our website www.chulavistaca.gov.

Assigned Analyst:
Linette C. Abille (619) 409-5926
labille@ci.chula-vista.ca.gov

PRE-PLACEMENT PHYSICAL

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

SMOKING POLICY

The City of Chula Vista has a policy that prohibits smoking in all City buildings and vehicles.

AMERICANS WITH DISABILITIES ACT (ADA)

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation contact the Human Resources Department.

EMPLOYMENT ELIGIBILITY VERIFICATION

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract and they may be modified or revoked without notice.



**announces
recruitment
for**

CLERICAL SERIES EXAMINATION

Exam # 05-181

Published: 6/13/2005

■ YOU PASSED – NOW WHAT HAPPENS?

If you are successful in the testing process, your name will be placed on our clerical eligibility list(s).



Based on your responses to the supplemental questionnaire, your name may be placed on several employment lists.

Your name remains on the list(s) for six months. Your application materials may be forwarded to departments with position vacancies that match your qualifications.

FILING DEADLINE:
Monday, July 25, 2005, 5 p.m.